



UTAH MUSIC EDUCATORS JOURNAL

SUBMISSION INFORMATION, DEADLINES, FORMAT

2015-2015 Issue Schedule

<u>Issue</u>	<u>Deadline</u>
Fall.....	July 31, 2015
Winter.....	October 18, 2015
Spring.....	February 28, 2016

**Please observe
posted deadlines**

Officer responsibilities:

- **UMEA President:** submit an article for each issue.
- **Vice Presidents, Advocacy Chair, Adjudication Chair, Mentorship Chair:** submit an article for each issue (preferable) or arrange for a “guest” to submit an article pertinent to your area. (Let editor know, if you elect this choice.)
- **Contributions from other board members, staff and the general membership:** Contributions are welcome. They may include matters of association business, calendar information, motivational or informative articles and matters of association policy.

Submission instructions:

- DO NOT FORMAT your submission with embedded illustrations, artwork, graphics footnotes or endnotes. Send illustrations and graphics separately with instructions on where they should be placed using brackets [].
- Only one space after periods, please.
- Preferred format: MS Word
- Guest contributors should provide a photo and brief biography.
- Send illustrations and other artwork as JPEG or PDF files.
- Mailed photos or hard copies will be scanned and returned.
- No specific length requirement, but if the article exceeds 2200 words, it is best to communicate with the editor to make sure enough space is available. About 800 (first page) to 1200 (succeeding pages) words fit on a page, depending on layout options.

Send Submissions and Inquiries to:

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